

**BOARD OF SUPERVISORS  
FINANCE/GOVERNMENT OPERATIONS AND  
ECONOMIC DEVELOPMENT COMMITTEE  
AGENDA SUMMARY**

**July 12, 2016**

**6:00 p.m.**

**Loudoun County Government Center  
1 Harrison Street, S.E., Leesburg, VA  
Board Room**

**Committee Members:**

**Matthew Letourneau, Chair**

**Phyllis Randall - Tony Buffington - Ralph Buona - Koran Saines**

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*\*Proposed for Consent*

**1. Monthly Department of Economic Development Report (Information)**

The Department of Economic Development's monthly statistical report shows leading economic indicators for Loudoun County and key department performance indicators. The director will also report on key economic development activities that have occurred since the June 2016 meeting.

Election District: Countywide

Staff Contacts: Buddy Rizer, Economic Development

**2. \*CONTRACT AWARD/Lovettsville Park Road Improvements (Action)**

On May 23, 2016, staff received bids for Construction of Lovettsville Community Park Road Improvements. Three (3) lump sum bids were received as follows:

1. Jefferson Asphalt Products Company in the amount of \$1,090,434.30
2. Jeffrey stack Inc. in the amount of \$1,951,454.73
3. Finley Asphalt and Sealing in the amount of \$2,082,693.90

The scope of work includes clearing and grubbing, excavation, pavement, curb and gutter, storm sewer, extending sanitary sewer utilities, utility relocation, permanent Storm Water Management (SWM), erosion and sediment control, temporary and permanent signage, pavement markings, and road construction. The project requires compliance with all applicable permits and other regulations, including environmental control and permits and coordination with the Town of Lovettsville. Once complete, this Project will be turned over to the Virginia Department of Transportation for operations and maintenance.

Staff recommends that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to award the contract for the Construction of Lovettsville Community Park Road Improvements to Jefferson Asphalt Products Company in the amount of \$1,090,434.30.

Election District: Catoclin

Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure  
Melissa Tello, Transportation and Capital Infrastructure

Mike Angel, Finance and Procurement

**3. \*CONTRACT AWARD AND FY 2017 CAPITAL IMPROVEMENT PROGRAM  
AMENDMENT/Construction of Stone Ridge II Park and Ride Lot (Action)**

On May 16, 2016, staff received bids for Construction of Stone Ridge II Park and Ride. Four (4) lump sum bids were received as follows:

1. Phillips Construction, LLC in the amount of \$3,372,742
2. Tavares Concrete Company, Inc. in the amount of \$3,698,915
3. Jeffrey Stack, Inc. in the amount of \$3,851,102
4. Fort Myer Construction Corp in the amount of \$6,036,849

The purpose of this contract is to obtain the services of a qualified general contractor to construct the Stone Ridge II Park and Ride Facility. The site for the park and ride is located at 24281 Millstream Drive in Aldie, Virginia between Stone Carver Drive to the east and Tall Cedars Pkwy to the south.

The project scope includes the construction of two hundred ninety two (292) standard parking spaces, eight (8) The Americans with Disabilities Act (ADA) compliant parking spaces, an entrance and exit to interface with Millstream Drive, asphalt and concrete pavement sections, three bus bays with a staging area, three transit shelters, benches, a bike locker, signage, pavement markings, sidewalk and concrete pedestrian plaza, curb and gutter, utility coordination and associated infrastructure.

An amendment to the FY 2017 CIP and budget is required in order to transfer additional funding from the Public Facilities Fund, through the Transportation District Fund, to the Capital Fund for the Stone Ridge Park and Ride Lot project.

Staff recommends that the Finance/Government Operations and Economic Development Committee (FGOEDC) recommend to the Board of Supervisors (Board) that the Purchasing Agent be authorized to award the contract for the Construction of Stone Ridge II Park and Ride to Phillips Construction, LLC in the amount of \$3,372,742.

Election District: Dulles

Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure  
Melissa Tello, Transportation and Capital Infrastructure  
Dan Csizmar, Transportation and Capital Infrastructure  
Mike Angel, Finance and Procurement

**4. \*CONTRACT AWARD AND FY 2017 CAPITAL IMPROVEMENT PROGRAM  
AMENDMENT/Construction of Tall Cedars Parkway between Gum Spring and  
Pinebrook Road (Action)**

On May 11, 2016, staff received bids for Construction of Tall Cedars Parkway. Five (5) lump sum bids were received as follows:

1. Phillips Construction, LLC in the amount of \$7,498,475.28
2. William A. Hazel, Inc. in the amount of \$7,845,811.78
3. Allan Myers in the amount of \$7,949,777.00
4. Shirley, LLC in the amount of \$9,290,851.00

5. Ardent Company, LLC in the amount of \$9,292,980.00

The scope of work includes four lane roadway construction, intersection, signal improvements and utility coordination and requires compliance with all applicable permits, regulations, including environmental control and permits. Once complete, this road will be turned over to the Virginia Department of Transportation for operations and maintenance.

The lowest bid for the Tall Cedars Parkway project was higher than original estimates for the project. When factoring in contingency and third party costs, the overall project requires supplemental funding to fully fund the construction phase.

An amendment to the FY 2017 CIP and budget is required in order to transfer additional funding from the Public Facilities Fund, through the Transportation District Fund, to the Capital Fund for the Tall Cedars Parkway project. If the Board chooses to not appropriate the use of proffer funding for the project, then the County will not have sufficient funding available to complete construction of the Tall Cedars Parkway project

Staff recommends that the Finance/Government Operations and Economic Development Committee (FGOEDC) recommend to the Board of Supervisors (Board) that the Purchasing Agent be authorized to award the contract for the Construction of Tall Cedars Parkway to Phillips Construction, LLC in the amount of \$7,498,475.28.

Election District: Dulles

Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure  
Melissa Tello, Transportation and Capital Infrastructure  
Dan Csizmar, Transportation and Capital Infrastructure  
Mike Angel, Finance and Procurement

**5. \*CONTRACT AWARD/Construction of the Kirkpatrick Fire and Rescue Station**  
(Action)

Invitation for Bid No. 358 was issued on April 25, 2016 for the Construction of the Kirkpatrick West Fire & Rescue Station. Eight (8) bids were received on May 26, 2016 as follows:

<b>Name</b>	<b>Bid Price</b>
Gardiner & Gardiner Contracting Inc. <sup>1</sup>	\$5,999,000
Warner Construction	\$7,316,800
Sorenson Gross Company	\$7,326,000
Keller Brothers Inc.	\$7,787,600
Dustin Construction Inc.	\$7,847,000
Callas Contractors Inc.	\$7,959,000
Lantz Construction Company	\$7,985,000
FHP Tectonics Corporation	\$8,097,000
<sup>1</sup> Bid withdrawn due to clerical error allowable by VA Code.	

Warner Construction was deemed to be the lowest responsive and responsible bidder in the amount of \$7,316,800. (The bid submitted by Gardiner & Gardiner Contracting, Inc. was withdrawn by the bidder due to a clerical error as permitted by the Code of Virginia section 2.2-4330.)

The new Kirkpatrick West Fire & Rescue facility is approximately 17,874 SF. The Project includes the construction of a one (1) story structure including four (4) apparatus bays, apparatus support spaces, bunk rooms, administrative offices, shower and locker areas, kitchen and dining, and an office for the Loudoun County Sheriff.

Staff recommends that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors (Board) that the Purchasing Agent be authorized to award a contract for the Construction of the Kirkpatrick West Fire & Rescue Station to Warner Construction in the estimated amount of \$7,316,800. The remaining unspent, unencumbered balance in the project account is \$11,526,569, which is sufficient for the construction contract award, the construction contingency, and other required third party

Election District: Blue Ridge

Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure  
Mark Hoffman, Transportation and Capital Infrastructure  
Christopher Bresley, Finance and Procurement

**6. \*CONTRACT RENEWAL/On Call Site Civil Design Services (Action)**

At the June 9, 2015 meeting, the Finance/Government Operations and Economic Development Committee voted 4-0-1 (with Supervisor Williams absent for the vote) to recommend to the Board of supervisors that the Purchasing Agent be authorized to award the On Call Site/Civil Design Services. Upon evaluation of the proposals received, contracts were awarded to Dewberry Consultants, LLC, J2 Engineering, Inc., and Gordon in the estimated amount of \$4,000,000. The County uses these contracts to professional engineering services to design projects required to maintain, improve, or expand the County's infrastructure in support of the approved Capital Facilities Improvement Program. However, they are available to support any County design requirements. It is important to note that an individual task order for civil engineering services issued as a result of these contracts may not exceed \$2,000,000. The current contract period ends on July 30, 2016. Funding for this contract would come from project appropriations in the Capital fund, the Department of Transportation & Capital Infrastructure's operational budget, and/or Proffer funds subject to appropriation by the Board. No additional appropriations are being requested for this contract award.

Election District: Countywide

Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure  
Mark Hoffman, Transportation and Capital Infrastructure  
Mike Angel, Finance and Procurement

**7. \*CONTRACT RENEWAL/On Call Geotechnical Engineering and Soil Scientists Services (Action)**

On August 19, 2015, the County awarded one-year contracts for the On Call Geotechnical Engineering and Soil Scientists Services contracts with GeoConcepts Engineering, Inc., ECS Mid-Atlantic, LLC and Triad Engineering, Inc. in the estimated amount of \$450,000 as a result of Request for Proposal No. RFQ-184. Because of the volume of roadway and transportation projects in the County, the Board Supervisors approved an award authority increase for a new contract total of \$1,050,000 for a new estimated amount of \$1,500,000 on January 12, 2016. The County uses these contracts to provide the County with as-needed professional geotechnical engineering and construction testing/inspection services in support of the approved Capital Improvement Program (CIP). However, they are available to support any County geotechnical requirements. The current contract period ends on August 18, 2016. Funding for this contract would come from project appropriations in the Capital fund, the Department of Transportation & Capital Infrastructure's operational budget, and/or Proffer funds subject to appropriation by the Board. No additional appropriations are being requested for this contract award.

Election District: Countywide

Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure  
Mark Hoffman, Transportation and Capital Infrastructure  
Mike Angel, Finance and Procurement

**8. \*AWARD AUTHORITY INCREASE/Architectural and Engineering Services for the Phase II Expansion of the Courts Complex (Action)**

The purpose of this item is to increase the award authority of the Architectural and Engineering Services for the Phase III Expansion of the Courts Complex by \$700,000. Request for Proposal (RFP) No. QQ-01782 was issued on March 29, 2013 for Architectural & Engineering Services for the Phase III Expansion of the Courts Complex. Twelve (12) proposals were received on May 2, 2013 and evaluated by the Proposal Analysis Group (PAG). At their October 16, 2013 Business Meeting, the Board of Supervisors approved the award of the design contract in the estimated amount of \$5,690,461. The contract's scope of work includes all architectural and engineering services for the design and construction administration for a structured parking garage at the current Pennington Parking Lot site, new construction of an 92,000 GSF Courts building at the Church Street Parking Lot site and renovation to the existing Courts buildings at 18 and 20 East Market Street while maintaining Courts operations throughout the project. Sufficient funding is available in the Courts Complex Phase III Design capital project.

Staff recommends that the Finance/Government Operations and Economic Development Committee (FGOEDC) authorize the Purchasing Agent to increase the award authority for the Architectural & Engineering Services for the Phase III Expansion of the Courts Complex to Dewberry Architects, Inc., by \$700,000 for a new total amount of \$7,648,807.

Election District: Leesburg

Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure  
Mark Hoffman, Transportation and Capital Infrastructure  
Christopher Bresley, Finance and Procurement

**9. \*AWARD AUTHORITY INCREASE/Modular Office Systems (Action)**

On October 12, 2012, Fairfax County, on behalf of participants in the Metropolitan Washington Council of Governments and other state and local jurisdictions located throughout the United States, awarded contracts to multiple vendors for Office Furniture and related Services and Solutions as a result of a Request for Proposal. This contract allows for vendors to provide pricing based on national sales volume, not local sales volume.

The County has been a participant with this contract since January 3, 2013. The current contract expires December 31, 2016 with four additional one-year renewal options available. On February 11, 2016, the Finance/Government Operations and Economic Development Committee (FGOEDC) authorized the Purchasing Agent to increase the award authority for this contract in the amount of \$1,000,000, for a new total of \$1,900,000 to complete the following projects.

- the Department of Economic Development relocation to Loudoun Station;
- the County Attorney's Office expansion;
- reconfiguration of various departments on the Government Center's 4th floor;
- the Department of Transportation and Capital Infrastructure's relocation to 101 Blue Seal Drive;

To date approximately \$1,857,012 has been spent under the current contract period.

Staff needs to increase the current award authority of \$1,900,000 by an additional \$550,000, for a total award authority of \$2,450,000 to complete the following funded projects:

- Reconfiguration of the Department of Building and Development Service Center
- the Procurement Office relocation;
- the Treasurer's Office expansion;
- Reconfiguration and renovation of various departments in County facilities.

Staff recommends the FGOEDC authorize the Purchasing Agent to increase the award authority of the contract for Modular Office Systems in the amount of \$550,000, for a new total of \$2,450,000.

Election District: Countywide

Staff Contacts: Ernest Brown, General Services  
Andy Bollinger, General Services  
Philip Butterfass, Finance and Procurement

**10. \*Contract Award Authority During Summer Recess (Action)**

The Board of Supervisors (Board) and Standing Committees are taking recess during the month of August 2016. As the County's business continues during the Board's summer recess, there may be contracts and leases that will need to be awarded. The Board of Supervisors has traditionally authorized staff to award contracts that cannot be delayed until the first meeting in September provided sufficient funding is available. Staff will provide a report to the Finance/Government Operations and Economic Development Committee (FGOEDC) as to the contracts and leases awarded during this time frame at its September meeting. As proposed by staff, contracts that are not fully funded would not be eligible for award under this temporary authority. Staff recommends that the FGOEDC recommend that the Board authorize the

County Administrator, through the Purchasing Agent, to enter into any urgent or unforeseen contracts during the summer recess that are fully funded and cannot be delayed until the September 13, 2016 FGOEDC meeting. Staff further recommends that the FGOEDC recommend that the Board authorize the County Administrator, through the Director of General Services, to enter into any leases during the summer recess that are fully funded and cannot be delayed until the September 13, 2016 FGOEDC meeting.

Election District: Countywide  
Staff Contacts: Cheryl Middleton, Finance and Procurement  
John Sandy, County Administration  
Ernest Brown, General Services

**11. Quarterly Report/Upcoming Contracts – 1<sup>st</sup> Quarter, FY 2017 (Information)**

Since 2009, staff has provided a report of upcoming projects to the Finance/Government Operations and Economic Development Committee (FGOEDC) on a quarterly basis at the Committee's request. This report provides information on projects that exceed \$1 million and/or contracts that affect service delivery and would require future action by the FGOEDC and the Board of Supervisors (Board). This item is intended to provide advance notice of these major items to the Committee members and an opportunity to ask questions of staff and request specific information that they would like to see in the future action items. Attachment 1 provides information on contracts that will require action by the FGOEDC during the first quarter of FY 2017. Attachment 2 provides information on contracts that are expected to require action by the FGOEDC during the second quarter of FY 2017. These items will subsequently be forwarded to the full Board for final action.

Election District: Countywide  
Staff Contacts: Cheryl Middleton, Finance and Procurement  
John Sandy, County Administration

**12. Quarterly Report/Capital Projects – 4<sup>th</sup> Quarter, FY 2016 (Information)**

The Finance/Government Operations and Economic Development Committee has requested a quarterly update on key capital improvement projects which reports on the progress of various stages of pre-design, design, land acquisition and construction. This information item presents a quarterly report for the fourth quarter of FY 2016 and covers the months of April, May and June 2016.

Election District: Countywide  
Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure  
Mark Hoffman, Transportation and Capital Infrastructure  
Melissa Tello, Transportation and Capital Infrastructure

**13. FY 2017 Capital Improvement Program Amendment/Fire and Rescue Training Command Competency Lab (Action)**

This item requests an amendment to the FY 2017 Capital Improvement Program (CIP) in order to appropriate funds for Fire and Rescue Training Command Competency Lab. Staff

recommends that the Finance/Government Operations and Economic Development Committee (FGOEDC) recommend that the Board of Supervisors amend the FY 2017 CIP and budget to appropriate \$287,880.70 in the Public Facilities Fund and transfer that amount to the Capital Fund, and transfer \$173,385.17 within the Capital Fund from the completed and operational Ashburn Volunteer Fire Department Renovation project to the Fire and Rescue Training Command Competency Lab project (\$461,265.87).

Election District: Catoclin

Staff Contacts: Julie Crim, Transportation and Capital Infrastructure  
Joe Kroboth, Transportation and Capital Infrastructure  
W. Keith Brower, Chief of the Combined Fire & Rescue System

**14. \*FY 2017 Capital Improvement Program Amendment/Cash Proffers for Town of Hillsboro Traffic Calming and Pedestrian Safety Project (Action)**

An amendment to the FY 2017 Capital Improvement Program (CIP) is required in order to appropriate additional funds for the Town of Hillsboro Traffic Calming and Pedestrian Safety project. Staff recommends that the Finance/Government Operations and Economic Development Committee recommend that the Board of Supervisors amend the FY 2017 CIP and budget to appropriate \$482,149 in cash proffers in the Public Facilities Fund and transfer that amount through the Transportation District Fund to the Capital Fund in order to provide supplemental funding for road improvements to Route 9 in the Town of Hillsboro. Appropriate cash proffer contributions have been identified to provide supplemental capital funding to the Town of Hillsboro's Traffic Calming and Pedestrian Safety project. Zoning Administration staff issued cash proffer determinations indicating the cash proffers requested are appropriate for the proposed use. Please be advised, one of the cash proffer accounts totaling \$24,480 may be appealed by the current landowner. In the event an appeal is filed, staff will execute a budget adjustment for \$24,480 on a future Administrative Items Report for Board of Supervisors approval once the appeal has been completed, dropped, or final resolution has been obtained.

Election District: Blue Ridge

Staff Contacts: Peter Malgieri, Transportation and Capital Infrastructure  
Susan Glass, Transportation and Capital Infrastructure  
Joe Kroboth, Transportation and Capital Infrastructure

**15. Department of Parks, Recreation and Community Services Fee Policy (Action)**

There are a wide range of programs that are offered by PRCS to our citizens; the cost of many of these programs is offset in full or in part by fees. Historically, these fees and/or fee recovery rates have been set during the annual budget process where applicable. It has become apparent over the last few years that to meet the changing needs of the community or market conditions it is essential for PRCS to have a comprehensive Board of Supervisors approved process and policy on setting fees. This concept was supported by an external study done by Management Partners who looked at the Claude Moore Recreation Center and other county pool fees and operations. In addition to a fee setting policy the item recommends a pilot program for a reduced fee for participants in the County After School Activities (CASA) program who receive free or reduced school lunches. Staff recommends that the Finance/Government Operations and Economic Development



Committee forward to the full Board of Supervisors a recommendation for the adoption of the proposed Department of Parks, Recreation and Community Services fee policy, which allows for certain fee and operational decisions to be made at the Department level consistent with Board approved policy guidance.

Election District: Countywide  
Staff Contacts: Robert Middaugh, County Administration  
Steve Torpy, Parks, Recreation and Community Services  
Karen Sheets, Parks, Recreation and Community Services

**16. Draft Scope of Work for Non-Profit Needs (Action)**

At the March 24, 2016 FY 2017 budget worksession, the Board of Supervisors approved a motion to conduct a non-profit needs assessment based on the needs of clients served by County human services departments and non-profits in order to identify client unmet needs, gaps, and duplications in County services to clients. A total of \$75,000 (\$50,000 included in FY 2017 budget and \$25,000 as a match from Claude Moore Foundation) was allocated for this assessment. This item will provide a draft scope of work for the needs assessment for review and consideration by Committee members.

Election District: Countywide  
Staff Contacts: Liz Weaver, Department of Management and Budget  
Erin McLellan, Department of Management and Budget

**17. Non-Profit Grant Process Overview and Follow Up (Action)**

At the June 23, 2016 business meeting, the Board of Supervisors approved the recommended funding allocations for the FY 2017 non-profit grant process. During the consideration of the item, the Board requested additional information regarding the process that is used to determine the specific allocations to each agency. This item will provide an overview and relevant background information of the non-profit grant review and allocation process and will specifically address the questions raised by the Board. The item will also provide staff recommendations on how to allocate the remaining \$51,274 in unallocated funds to non-profits.

Election District: Countywide  
Staff Contacts: Liz Weaver, Department of Management and Budget  
Erin McLellan, Department of Management and Budget

**18. FY 2018 Budget Outlook and Guidance (Information)**

Each year the FGOEDC and the Board provide the County Administrator with budget guidance so that the Department of Management and Budget has policy parameters for the preparation of the Administrator's Proposed Budget. Initial budget guidance from the FGOEDC is received in the fall and is subsequently confirmed by the Board. The Board also has an opportunity to update its budget guidance after the year-end closeout in December or January. This allows for the presentation of the schools budget request as well as a more up-to-date financial outlook to be included in the discussion of budget guidance.

In July each year, the FGOEDC begins a discussion of priorities and areas of focus which staff will spend the summer and fall refining and bringing back to the FGOEDC to gain further direction and guidance. The planning for FY 2018 has begun with staff in preparation for this process. It is anticipated that the first set of forecasts on the estimated available revenue in FY 2018 will be provided to the Committee at its October meeting and the full Board at the second business meeting in October at which time the County and School Division will be anticipating guidance from the Board on financial and policy parameters as well as priorities that will guide staff in shaping the Proposed Budget.

Staff has prepared an overview of current service level challenges and other concerns that may impact the budget development process as well as an economic outlook so that the Committee may begin the process of discussing priorities that will lead to budget guidance for the County Administrator.

Election District: Countywide  
Staff Contacts: Erin McLellan, Management and Budget  
Tim Hemstreet, County Administration

**19. Monthly Report/Implementation of the Enterprise Resource Planning (ERP) System**  
(Information)

Loudoun County Government and Loudoun County Public Schools began a three-phase implementation of a new ERP System in January 2012. Implementation of Phase 2: Oracle Human Capital Management (HCM – human resources and payroll modules), started on January 10, 2014. However, due to the system integrator's failure to meet critical milestones, the project was paused on November 6, 2015. Oracle Consulting Services has been retained to provide system integration and project management services, and Phase 2 was restarted on Monday, May 9, 2016. An update will be provided during the July meeting.

Election District: Countywide  
Staff Contacts: John Sandy, County Administration  
Wendy Wickens, Information Technology  
Penny Newquist, Finance and Procurement  
Vince Marchesano, Vivad Technologies, LLC

**Next Regular Meeting: September 13, 2016**

If you require a reasonable accommodation for any type of disability in order to participate in the Finance/Government Operations and Economic Development Committee Meeting, please contact the Office of the County administrator at 703-777-0200/TTY-711. At least one business day of advance notice is requested; some accommodations may require more than one day of notice. FM Assistive Listening System is available at the meeting.